



**AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF REVENUE SERVICES
TAX UNIT MANAGER**

ANNUAL \$88,505 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$113,525 **GROUP: MP 67** **DATE: OCTOBER 5, 2012** **NO: 121600APMB**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Revenue Services, this class is accountable for directing the work of a major unit of a subdivision of the Audit Division or work of the technical support unit of the Taxpayer Services Division or acting as the Assistant Director of the Appellate Division.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO BY **OCTOBER 5, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF REVENUE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Nine years' experience in technical work in taxation in the auditing of tax returns and fiscal records.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a supervisory capacity. For state employees this is the level of Revenue Examiner 4.

SUBSTITUTIONS ALLOWED: (1) College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years. (2) A Master's degree in accounting or taxation may be substituted for one additional year of the General Experience. (3) Certification in one of the following may be substituted for one additional year of the General Experience: Certified Public Accountant or Certified Internal Auditor. (4) One year as a Tax Appellate Officer may be substituted for the General and Special Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of accounting and auditing; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in interpretation of laws and regulations.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by October 5, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by November 19, 2012.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and the Department of Revenue Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.